



<b>Classification:</b> Energy Analyst	<b>Position No.</b> 440-5837-017
<b>CBID:</b> R10	<b>Office:</b> Local Assistance and Financing
<b>Date Prepared:</b> March 11, 2015	<b>Division:</b> Efficiency
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

The Energy Analyst is under the supervision of the Energy Commission Supervisor II (TED) in the Local Assistance and Financing Office of the Efficiency Division. The incumbent performs work of average to moderate difficulty in a wide variety of consultative and analytical energy assignments. The incumbent will perform a variety of technical and analytical tasks associated with energy efficiency in support of Proposition 39, Bright Schools (BSP), Energy Conservation Assistance Act (ECAA) and the State Energy Programs (SEP).

**WORKING CONDITIONS:** The work is typically performed in an indoor office and meeting room setting involving sitting, standing, and walking but may involve occasional outdoor work to evaluate energy using equipment and systems. The candidate must work well with people inside and outside the Energy Commission, including members of the general public. Work area is well lighted and ventilation is adequate. Travel may be required to attend workshops, hearings, and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software.

#### **DUTIES AND RESPONSIBILITIES:**

- 45% Develop, deploy and maintain outreach strategies, partnerships, and working relationships with Local Education Agencies (LEAs), local governments, special districts, hospitals and other statewide organizations. Perform program analyses to develop and maintain program quantitative data including: securing data from appropriate sources; downloading and evaluating data; and creating and maintaining databases and spreadsheets. (E)
- 25% Assist as a resource for one of the Proposition 39 Implementation Programs including the review of applications for the more common less complex Energy Project Expenditure Plans, and/or Bright Schools Program technical assistance grant projects. (E)
- 15% Assist with the development and coordination of major local government activities funded through the Commission's loan and grant programs, identify needed services and improvements; prepare programmatic reports which may entail developing evaluation, monitoring and verification plans. (E)
- 10% Assist in the management of contracts, grant and loans related to local government energy projects. Act as liaison to local government organizations, including attending and presenting at conferences and representing Commission programs and activities. Present evaluation results and recommendations to office staff, division and Commission management and affected public agencies. (E)
- 5% Perform other duties as required consistent with the specifications of this classification. (M)



SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div><div></div><div>Vacant</div><div>Energy Analyst</div></div> <div><div></div><div>Date</div></div>	<div><div></div><div>William Pfanner</div><div>Energy Commission Supervisor II (TED)</div></div> <div><div></div><div>Date</div></div>